

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: clerk@marketlavingtonparishcouncil.gov.uk

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of the **Meeting** of the Parish Council **held on Tuesday 21st March 2023** **At 7.15pm in the Old School**

Councillors Present: Cllr Osborn (Chairman), Cllr Andrew, Cllr Fraser, Cllr Boaden (left at 8.12pm), Cllr Steele (left at 9.43pm), Cllr Turner-Scott, Cllr Earley, Cllr Vine (left at 9.30pm), and Cllr Taylor.

In attendance: 2 members of the public, and Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-229	Apologies for Absence Cllr Davis and Cllr Stevens had sent apologies due to personal commitments, which were accepted.
22/23-230	Declarations of Interest and Dispensations to Participate a) Cllr Taylor declared a pecuniary interest in item 22/23-241d as one of the payments was payable to herself, so she took no part in the voting for this item. b) There were none.
22/23-231	Adjournment for Public Participation The meeting was adjourned and resumed at 7.16pm.
22/23-232	Coronation Weekend 6th – 8th May 2023 A local resident who had kindly come forward with ideas and offer to help organise Village Events for the Coronation provided an update from the open meeting in Green Dragon. A day of events were now actively being planned for Sunday the 7 th of May, to include a walk, picnic and games at the Community Hall, and a Ceilidh in the evening. A best-dressed window competition was also planned over the weekend, along with an open morning in the Old School on Monday the 8 th of May to allow Groups to raise awareness for their activities, and encourage new members and volunteers (light refreshments available).
22/23-233	Minutes of Council meetings a) Meeting of the Parish Council held on the 21st February 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Turner-Scott, seconded Cllr Steele). Cllr Fraser abstained from the vote having not been present at the last meeting. b) Meeting of the HRAF Committee held on 28 th February 2023 – The draft minutes were noted, and one questioned asked (response detailed in 22/23-233bi). MLAV13 (top of Northbrook to Drove Lane) - the Clerk provided an update on the response received from the landowner. The following matters were then considered further: i. LHFIG application to investigate the feasibility of widening the two sections of pavements at either end of the village – Cllr Osborn reported that the possible alternative pedestrian route behind Church Street suggested at the HRAF meeting, was not possible without going over privately owned land, and was therefore not a feasible option. The Clerk detailed the response received from the Conservation Officer regarding the pinch point at the other end of the village, confirming that they would not wish to see the demolition and rebuilding of the designated heritage asset wall when there were other highway options available. Following further discussion, it was therefore proposed by Cllr Turner-Scott, seconded by Cllr Steele, and resolved to request that LHFIG investigate the feasibility of widening the section of pavement, and installing traffic lights to manage vehicle flows at the High Street end of the village, as the first phase of the project – ACTIONS – Clerk to notify LHFIG. ii. Faulty high-level light on access road into Community Hall carpark – The Clerk referred to the quote received for a like-for-like replacement LED lamp. It was proposed by Cllr Vine, seconded by Cllr Earley, and resolved to accept the

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	<p>quote from Urbis Schreder of £285.24 + VAT – ACTIONS – Clerk to place order.</p> <p>iii. Gaps in fencing on either side of the Elisha Field Pavilion – Matter deferred until next meeting as still awaiting one quote.</p> <p>iv. Raised beds Market Place – Councillors reviewed the responses received from the WI and Gardening Club, and the Chairman expressed the Parish Council’s thanks to both groups for their continued upkeep of the raised beds. Following further discussion, it was agreed to send formal thanks to both organisations and offer any financial support if required – ACTIONS – Clerk to contact groups.</p> <p>v. Information Board at entrance to Canada Woods – Cllr Fraser reported that the board had been removed initially to replace the Perspex cover which had been damaged. Further investigation had revealed that water ingress had caused damage to the back of the board, as well as the information sheet, both of which would need to be replaced – ACTIONS – Clerk to try and source electronic copy of information sheet.</p>
22/23-234	<p>Monthly Reports</p> <p>a) Chairman’s Report –</p> <p>i. Quarterly report from Chairman’s Charity Account – The Clerk referred to the 2023 Event Finance Spreadsheet circulated prior to the meeting which provided an overview of the receipts and payments made up to 12/3/23.</p> <p>ii. Youth Shelter Community Hall site – It was proposed by Cllr Osborn, seconded by Cllr Steele, and resolved to give approval to the Community Hall Trust to site the shelter on land leased from the Parish Council (Cllr Boaden abstained from the vote). As agreed at the meeting in September, the Parish Council would contribute a maximum of £500 to the project – ACTIONS – Clerk to notify Community Hall Trust.</p> <p>iii. Other updates - The Chairman briefed councillors on the activities he had undertaken during the month.</p> <p>b) Wiltshire Councillor Report – Cllr Muns was not present at the meeting.</p> <p>c) Community Hall Trust – Cllr Earley provided a brief update on matters discussed at the recent Trust meeting.</p> <p>d) Youth Council / Youth Engagement - Cllr Taylor referred to the notes from the meeting held on 2nd March, which had been circulated prior to the meeting. A Chairman had been elected, and ideas for litter picks, and designating play parks as ‘no smoking / vaping zones’ discussed. The next meeting was scheduled for 20th of April with a focus on play equipment.</p> <p>e) Additional Sports Facilities Working Group – The Chairman referred to the notes from the meeting held on the 23rd of February and email update from Cllr Stevens, which had been circulated prior to the meeting.</p> <p>f) Canada Woods – Cllr Fraser referred to the summary of quotes received for the planned tree removal works, which had been circulated prior to the meeting. Following a full discussion, it was proposed by Cllr Fraser, seconded by Cllr Turner-Scott, and resolved to accept the following quotes: Wiltshire Countryside Services £7,500 + VAT, to fell the trees / Dorset Logging Horses £5,000 + VAT to extract the timber from the wood. The extracted wood would then be sold, with the Parish Council receiving 100% of the sales. Work to hopefully take place in September / October with an approximate duration of 1 month – ACTIONS – Cllr Fraser to liaise with approved contractors and organise dates for work to be carried out.</p> <p>g) Lavingtons Warm Spaces Initiative ‘Friendly Fridays’ – Cllr Fraser noted that the group had morphed a little bit into a ‘knit and natter’ group. Volunteers were keen to continue running the initiative as a morning session from 10am to 1pm. With the Library already open during this time, the Councillors were happy to agree to this request.</p> <p>h) Vintage Meet 15th & 16th July 2023 – Cllr Turner-Scott reported that planning for this year’s event was going well. The cost of services had noticeably increased this year, and with the complexity of requirements, consideration was being given to employing a ‘Safety Officer’ next year, for help with the early stages of the event planning process.</p>

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22/23-235	<p>Highways / Maintenance issues in the village</p> <p>a) Fly tipping at top of bank on Parsonage Lane – The Clerk reported that Wiltshire Council had confirmed that this section of land was not owned by them. With ownership of the bank therefore unknown, it was agreed that the Parish Council would try to remove the bags of rubbish from the bank – ACTIONS – Clerk and Cllr Fraser to make arrangements.</p> <p>b) Any other updates – None.</p> <p>c) New matters to report for Handyman / Parish Steward / Footpath, Amenity Land contractor / Wiltshire Council – Blocked drain by the Green Dragon (Clerk to report). Footpath MLAV19 off Spin Hill, dangerous to cross the road (Chairman to investigate)</p> <p>d) Speeding in Fiddington Clay – Councillors acknowledged that this was a problem. It was hoped that if the CSW team can be re-started, a suitable place on the estate could be investigated for a possible CSW site – ACTIONS – Clerk to update Cllr Muns.</p> <p>e) Parking at Community Hall – Councillors considered the request received from a local resident for paid resident parking in the upper section of the carpark. As this was a public carpark, available for all to use, and with many of the houses in the village not having off-street parking, it was considered unfair to specifically allocate the spaces in the upper carpark – ACTIONS – Clerk to respond to resident accordingly.</p> <p>f) Drop-down bollard on The Clays – The Clerk referred to the recent problem when glue had been poured into the key lock and rendered the bollard unusable. Following a full discussion, Councillors agreed that there was no other option but to take the existing bollard out, and make enquiries as to sourcing a replacement bollard with a padlock operating system – ACTIONS – Clerk / Cllr Stevens to organise removal of bollard and obtain quotes for consideration at next meeting.</p>
22/23-236	<p>Parish Council Insurance</p> <p>The Clerk referred to the annual renewal documents which had been circulated prior to the meeting, noting a couple of document preparation errors, and suggestions for some amendments/additions to the policy for Councillors to consider. Following a full discussion, it was proposed by Cllr Steele, seconded by Cllr Andrew, and resolved to request the following changes to the policy:</p> <ul style="list-style-type: none"> • Increase the Fidelity Guarantee to £100,000 • Increase the value of the Information Board at Canada Woods to £1,200 • To add the 2 Lowther Benches to 'Part C All Risks cover' for a value of £1,223 <p>ACTIONS – Clerk to liaise with Insurance Company.</p>
22/23-237	<p>Old School roof leak</p> <p>The Clerk referred to the site meeting held with the roofing contractor and 2018 Restoration Project contractor. They had both considered that the chimney was the cause of the leak, as being only one-brick thick, during heavy or sustained rainfall the water was soaking through the brickwork and dripping down through the chimney into the building. The proposed solution was to check the chimney repointing, repairing as necessary, and then painting the porous chimney brickwork with a protective sealant. Following further discussion, it was agreed to obtain some quotes to carry out this work – ACTIONS – Clerk to prepare specification and obtain quotes.</p>
22/23-238	<p>Annual Parish Meeting</p> <p>A date of Tuesday 23rd of May was agreed for the 'Annual Parish Meeting' with displays and information about on-going projects to be the focus of the meeting i.e. Canada Woods regeneration / tree works, Vintage Meet, Sports Facilities Working Group, and Youth Council etc.</p>
22/23-239	<p>Correspondence Received</p> <p>a) Email from Estates Manger of farming Company regarding use of rights of way across farmland – Noted, and notice to be requested for next edition of the magazine – ACTIONS – Clerk to respond accordingly.</p> <p><i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting</i></p>

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	<p>b) Email from local resident regarding Blackdog Crossroads – Circulated to Councillors, noted.</p>
22/23-206	<p>Planning applications, decisions, and any other planning issues</p> <p>a) The following planning application received which has been considered at a Planning Committee meeting was noted:</p> <ul style="list-style-type: none"> i. PL/2022/09535 (Outline planning permission: Some matters reserved) Mount Pleasant Yard, White Street, Market Lavington. Redevelopment of site including demolition of an existing building and erection of 4 no. live/work units (Sui-Generis) and 1 no. bed and breakfast (Use Class C1) – (Outline application relating to access and layout) - OBJECT. <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none"> i. PL/2023/00778 (LBC) & PL/2023/00763 8 Church Street, Market Lavington. Demolition of existing single storey rear extension and separate garage to side, and replacement two storey extension. Formation of internal access to proposed extension at first floor level. Replacement of windows and repointing of external brickwork and new lime render finish to east gable stone wall. Proposal is as approved for applications PL/2022/02523 and PL/2022/02681 with the exception of the new lime render finish to the east gable wall instead of repointing the existing stone wall due to its poor condition - No Objection ii. PL/2023/00601 2 Church Street, Market Lavington. Proposed replacement window – No Objection <p>c) To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>) There were none.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> i. PL/2023/00324 - Proposed Works to Trees in a Conservation Area HC-One Care Home, 39 High Street, Market Lavington. Willow tree – Fell - No Objection ii. PL/2023/00498 - Proposed Works to Trees in a Conservation Area Address: Knapp House, 26 White Street, Market Lavington. 1 - Beech tree – fell - No Objection iii. PL/2023/00601 (LBC) 2 Church Street, Market Lavington. Proposed replacement window - Approve with Conditions iv. PL/2023/00763 & PL/2023/00778 (LBC) 8 Church Street, Market Lavington – as detailed above - Approve with Conditions <p>e) HM Land Registry 'Notice of an application for registration of a person in adverse possession' (B149). Property: Land at Davis Field, Market Lavington. Application lodged by: Wansbroughs Solicitors on behalf of the trustees of Worton and Cheverell Football Club – The application was noted, and it was proposed by Cllr Osborn, seconded by Cllr Fraser, and resolved to make no objection to the application – ACTIONS – Clerk to advise HM Land Registry accordingly.</p>
22/23-241	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for February 2023 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</p> <p>b) Parish Council 2022/23 Budget and Reserves – The Clerk referred to the anticipated year-end summary sheet which was circulated prior to the meeting, which predicted an overall over-spend of £4,933.49. Whilst reserves were still at a healthy level, it was recognised that the two main projects planned for 2023/24 (River-bank reinforcement and tree works in Canada Woods) would be quite costly, and the outcome of recent grant applications was as yet unknown. It was therefore considered prudent to delay any</p>

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	<p>non-essential expenditure until after both these projects have been completed, and the financial position can be re-assessed.</p> <p>c) To consider quote received for additional resurfacing at Broadwell Play Area – As this was considered as non-essential expenditure, it was agreed to defer consideration until after the two main projects for 2023/24 had been completed.</p> <p>d) It was resolved to approve the payment of 'on-line Payments' for March 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Fraser, seconded Cllr Steele – Cllr Taylor abstained from the vote.</p> <p>e) To review and approve Asset Register – The Clerk referred to the copy of the Asset Register which had been circulated prior to the meeting. Currently the register included details of the drop-down bollard on the Clays, which it had now been agreed would be removed due to vandalism. This item would therefore need to be removed from the Asset Register. Subject to the stated item removal, it was proposed by Cllr Fraser, seconded by Cllr Osborn, and resolved to approve the Asset Register as at 31/3/2023.</p> <p>f) Rural Market Towns Group (end of six-month free trial) – The Clerk and Cllr Fraser noted that the membership benefits had not been as helpful as hoped, and it was therefore resolved not to proceed with the paid membership – ACTIONS – Clerk to notify Group.</p>
22/23-242	<p>Proposed new Scout building at Elisha Field – Agreement for Lease The Clerk referred to a point raised by the Scout's Solicitor regarding the length of the lease. It was proposed by Cllr Turner-Scott, seconded by Cllr Osborn, and approved to agree to a 50 year length of lease – ACTIONS – Clerk to advise Parish Council Solicitor accordingly.</p>
22/23-243	<p>General Parish Matters Cllr Fraser noted that the Australian Memorial plaque from one of the trees at the top of the Village Green appeared to have disappeared, and she would take a closer look.</p>
22/23-244	<p>Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 9.42pm.</p>
22/23-245	<p>Date of next Meeting Meeting of the Parish Council – Tuesday 18th April 2023</p>
22/23-246	<p>Closure of meeting There being no further business the meeting was closed at 9.43pm.</p>

Appendix

Payments for approval at March Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	23/3/23	99.00	BP1
Handyman contractor monthly hours, and exps *	various	23/3/23	269.20	BP2
Clerk wages and exps **	various	23/3/23	952.11	BP3
Jane Taylor – Reimburse cost of refreshments for Youth Council initial meeting	4090	23/3/23	16.00	BP4
HMRC – 4 th qtr PAYE & NI Contributions	4030	23/3/23	67.41	BP5
Toddlers – S137 Grant donation	4210	23/3/23	125.00	BP6
TOTAL			1,528.72	
Payments made in between meetings				

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AutoSpeedWatch – Annual data renewal subscription	4140	22/2/23	148.00	Card
Wiltshire Council – Annual Premises Licence renewal fee for Old School	4470/120	2/3/23	70.00	BP1
DC Mortimer Electrical Services – Replace damaged switch plate unit by OS Front door	4430/120	2/3/23	111.20	BP2

* Handyman contractor monthly hours worked £240 + Petrol allowance £9 + Reimburse cost of black bags £20.20 = TOTAL £269.20

** Clerk monthly wages £920.83 + reimburse cost of Toilet Rolls X48 £13.98 + reimburse cost of Flash floor cleaner X3 £6 + Reimburse postages for year £11.30 = TOTAL £952.11

Transfer made from C/A to Chairman's Charity Account 2/3/23 £2,000